

**SECRET**

16 September 1966

VIP TICKETS - 13 Total

O/DDS	Mr. Warfield	
	<input type="text"/>	25X1
OMS	Dr. Tietjen	
	<input type="text"/>	25X1
OC		
OF	Mr. Fuchs	
	<input type="text"/>	25X1
OL	Mr. Meloon	
OS	Mr. Osborne	25X1
	<input type="text"/>	
OTR	Mr. Richardson	

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET***Personnel 3*

1 September 1966

Mr. Bannerman via Mr. Warfield:

Arrangements for the Annual Awards Ceremony to be held on Monday, 12 noon on 19 September 1966 are well along.

You will sit on the stage along with the other Deputies, Colonel White, Mr. Helms, the Vice President and Mr. Echols should he act as Master of Ceremonies.

There will be twelve (12) VIP seats allocated to the Support Services. These will accommodate Mr. Warfield and whomever else you may wish to attend. I would suggest that each of our Offices be allocated at least one (1) of this total of twelve.

Twenty (20) people will actually participate in the ceremony in that they will walk up on the stage to receive their certificates. Four of these are from Support:

25X1



Female	15-year	GS-08	OC
Male	10-year	GS-12	OS
Male	10-year	GS-06	OTR
Male	15-year	GS-16	OF

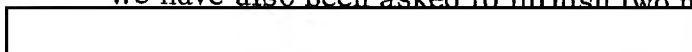
There will also be a total of 117 personnel from the Support Services seated in the audience as observers. They are representative of those who will be receiving certificates this year in individual office ceremonies. Two of these will be from our Office -



25X1

25X1

We have also been asked to furnish two usherettes. These will be



OF.

A seating plan prepared for us by the Office of Personnel is attached should you wish to note it.

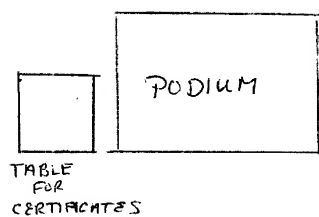
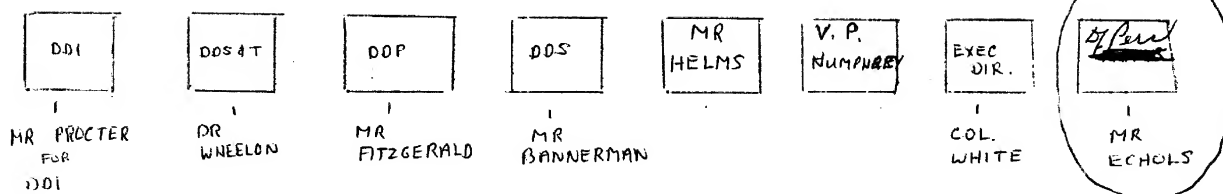


25X1

Attachment:  
Seating Plan

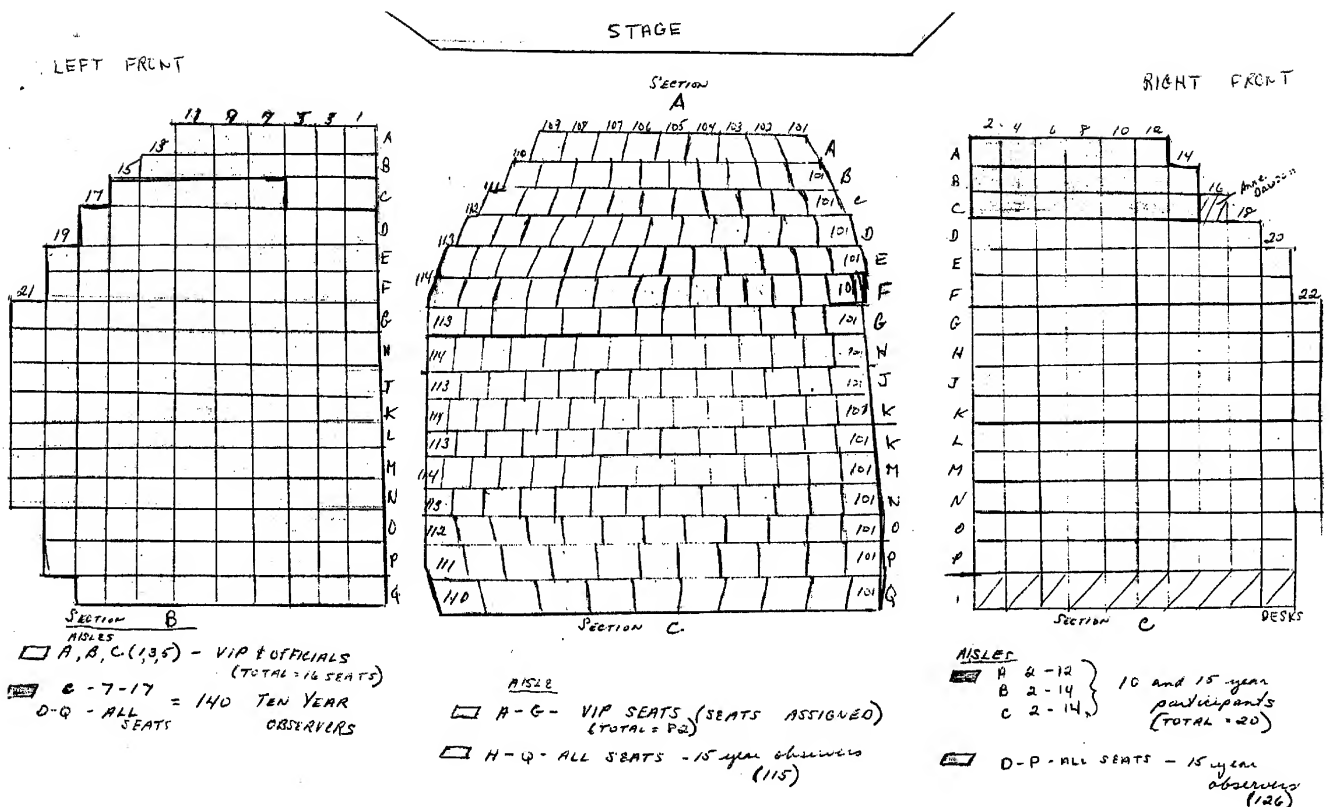
**SECRET**

STAGE SEATING



Left

Right



VIP SEATING ALLOCATIONS

Director's Office	- 10
Support Services	- 12
Clandestine Services	- 19
Intelligence Directorate	- 14
Science and Technology Directorate	- 12
	<hr/>
	67
HMAB Members	- 8
Public Service Nominees	- 7
Suggestion Award Winners	- 5
Safe Drivers	- 8
	<hr/>
	28
Ceremony Officials	- 3
TOTAL	- 98

25X1

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